

# NARA's Classified Transfer Process

National Archives and Records Administration accepts transfers of classified records every year through the Annual Move. Below is a list of the basic steps involved in that process.

1

## Agency receives a list of records eligible for transfer.

ARO receives a candidate list (List of records eligible for transfer) from NARA of records available for transfer.

At that time the agency will retrieve the records from the Federal Records Center.

2

## Records undergo a declassification review.

The agency completes a declassification review.

Be sure to coordinate with your agency's security dept and follow all applicable declassification procedures.

3

## Finalize all paperwork.

The agency finalizes the folder / box lists and NARA accessioning forms. (NA 14130 Classified Records Transfer Checklist).

Then they return the records to the Federal Records Centers and notify the annual move team that the review is complete.

[annualmove@nara.gov](mailto:annualmove@nara.gov)

4

## Final transfer of legal custody occurs in ERA

NARA's team will load the transfer paperwork into the Electronic Records Archive (ERA) and your ARO will review and submit each Transfer Request to NARA.

Once the official paperwork has been submitted in ERA, the records have been accessioned by the National Archives.

For additional information please contact [annualmove@nara.gov](mailto:annualmove@nara.gov) or your NARA Appraisal Archivist



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## NARA's Classified Transfer Process

National Archives and Records Administration accepts transfers of classified records every year through the Annual Move.

Below is a list of the basic steps involved in that process.

- 1 **ARO receives a candidate list** of records available for transfer from NARA. and retrieves the records from the Federal Records Center.
- 2 **The agency completes a declassification review.** (Be sure to coordinate with your agency's security dept and follow all applicable declassification procedures.)
- 3 **The agency finalizes the folder / box lists and NARA accessioning forms.** (NA 14130 Classified Records Transfer Checklist), returns the records to the Federal Records Centers and notifies the annual move team that the review is complete. [annualmove@nara.gov](mailto:annualmove@nara.gov)
- 4 **The agency records officer will review and submit each Transfer Request to NARA** once NARA's team has loaded the transfer paperwork into the Electronic Records Archive (ERA). *When the official paperwork has been submitted into ERA, the records have been accessioned by the National Archives.*